



# BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor  
Mount Clemens, Michigan 48043  
586-469-5125 FAX 586-469-5993  
[macombcountymi.gov/boardofcommissioners](http://macombcountymi.gov/boardofcommissioners)

## PUBLIC SAFETY AND CORRECTIONS COMMITTEE

TUESDAY, JUNE 9, 2009

### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Approval of Minutes Dated 04-21-09 (previously distributed)
5. Public Participation
6. Approve Purchase of 28 Handguns and Associated Equipment and the Refurbishment/ Update of SWAT Rifles/Sheriff's Office (mailed)
7. Authorize Community Corrections to Apply for a Second Edward Byrne Memorial Justice Assistance Grant Funding for 2009 (mailed)
8. Authorize the Opening of the Juvenile Justice Center's Phase II Through the Creation, Posting and Filling of 16 Full-Time Positions and Transfer \$375,320 from the Family Division of the Circuit Court's Child Care Fund to the Juvenile Justice Center (mailed)
9. New Business
10. Public Participation
11. Adjournment

**MEMBERS:** DiMaria-Chair, Boyle-Vice Chair, Sauger, Rocca, Doherty, Crouchman, Tocco, Carabelli, Sprys and Gielegem (ex-officio)

## MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1  
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Toni Mocerri - District 4  
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RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

**MACOMB COUNTY, MICHIGAN**

**RESOLUTION TO:** To concur with the Sheriff's Office request to purchase twenty-eight (28) Glock Model 22C  
handguns and associated equipment, and the refurbishment/update of the SWAT H&K G36 rifles. Price not to exceed  
\$120,000.00. Funding is available in the SET State forfeiture account, #22930536.

**INTRODUCED BY:** Commissioner Phillip A. DiMaria, Chairman, Public Safety & Corrections Committee

**COMMITTEE/MEETING DATE**

PSC Committee/June 9, 2009



# MARK A. HACKEL

## OFFICE OF THE SHERIFF

Kent B. Lagerquist  
UNDERSHERIFF

TO: Commissioner Phillip A. DiMaria  
Chairman, Public Safety and Corrections Committee

DATE: May 27, 2009

RE: PSC Committee – June 9, 2009

Please consider this the Sheriff's Office formal request to be placed on the Agenda for the June 9, 2009, Public Safety and Corrections Committee Meeting to discuss the following proposal. This is a proposal to replace the handguns used by the Macomb County Sheriff's SWAT Team. It also includes the updating of the SWAT rifles.

The current handguns are Heckler & Koch (H&K) USP 40. They have been in service for over ten (10) years. The handguns have exceeded their service life and are showing their age through reliability issues. An expected service life of 20,000 rounds has been surpassed with most of the handguns having over 30,000 rounds through them. Repairs, updating, and maintaining the current handguns is becoming increasingly difficult and expensive.

The proposal is to replace the handguns with Glocks, Model 22C Fourth Generation handguns. Unlike other manufacturers the Glocks carry a lifetime repair or replacement warranty. Glock will also train one of our personnel as an armorer at no cost so that most repairs and maintenance can be completed here. The Glock is also one of the least expensive to purchase. Those three points make the Glock the best value.

This proposal would require additional equipment be purchased including holsters, ammo magazines, magazine pouches, and attached tactical lights. Also, additional ammo for familiarization.

The second part of the proposal is regarding refurbishing the SWAT rifles. The current H&K G36 rifles are starting to show wear resulting in reductions in accuracy and an increase in weapon malfunctions. We have located a Macomb County source working with a Michigan company that will manufacture the parts necessary to refurbish these rifles. It is anticipated these improvements will provide ten (10) years of service life. These local companies will install, inspect, and warranty the work on the rifles. The refurbishing of a weapon is an accepted practice in the military and provides a cost saving over purchasing new ones.

The rifle refurbishment upgrade will be through the sole source vendor Center Mass Inc. located in Canton, Michigan. The handguns purchase will be put out to bid.

The rifle refurbishment/upgrade includes replacement barrel, optic rail, quad rail, illumination system, LED HazMat lamp upgrade, and an Optical Holographic Sighting System for HazMat environment. Proposal includes all installation.

Another cost saving and efficiency improvement result of this proposal is the elimination of two other weapons they currently use. This eliminates ammo costs as well as maintenance and repair costs.

**Costs**

The handgun transition including related equipment is approximately \$23,000.00. An additional ammo order of approximately \$25,000.00.

The rifle refurbishment/upgrade is approximately \$64,000.00.

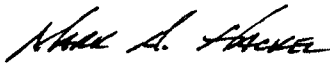
Total approximately \$112,000.00.

Funding is available in the State drug forfeiture account 22930536.

Implementing this proposal increases the safety and efficiency of the SWAT Team.

Should you have any questions please contact my office at your earliest convenience.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark A. Hackel", written over a horizontal line.

Sheriff Mark A. Hackel

# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_ FULL BOARD MEETING DATE:

AGENDA ITEM:

MACOMB COUNTY, MICHIGAN

RESOLUTION TO authorize Macomb County Community Corrections to apply for a second Edward Byrne Memorial Justice Assistance Grant (JAG) funding for 2009. A total of \$350,452 was allocated to local jurisdictions that include Macomb County, Warren, Eastpointe, Mount Clemens, Roseville, St. Clair Shores, Sterling Heights, Chesterfield Township, Clinton Township, and Shelby Township. Authorize the County to act as fiduciary for these funds and enter into a Memorandum of Understanding regarding the same. This federal grant program does not require any local/county match funds.

INTRODUCED BY: Phil DiMaria, Chair, Public Safety and Corrections

COMMITTEE/MEETING DATE

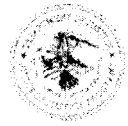
PSC 6-9-09

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State	Jurisdiction Name	Government Type	**Eligible Individual Allocation	Total Eligible Joint Allocation for Disparates
MI	BAY COUNTY	County	*	
MI	BAY CITY	Municipal	\$19,481	\$19,481
MI	BERRIEN COUNTY	County	\$14,866	
MI	BENTON HARBOR CITY	Municipal	\$22,830	\$37,696
MI	CALHOUN COUNTY	County	*	
MI	ALBION CITY	Municipal	\$10,088	
MI	BATTLE CREEK CITY	Municipal	\$96,342	\$106,430
MI	GENESEE COUNTY	County	*	
MI	BURTON CITY	Municipal	\$17,153	
MI	FLINT CITY	Municipal	\$348,000	
MI	FLINT CHARTER TOWNSHIP	Township	\$21,972	
MI	GENESEE CHARTER TOWNSHIP	Township	\$12,906	
MI	MOUNT MORRIS CHARTER TOWNSHIP	Township	\$24,300	\$424,331
MI	INGHAM COUNTY	County	\$14,294	
MI	EAST LANSING CITY	Municipal	\$21,400	
MI	LANSING CITY	Municipal	\$158,909	\$194,603
MI	JACKSON COUNTY	County	\$12,824	
MI	JACKSON CITY	Municipal	\$33,121	\$45,945
MI	KALAMAZOO COUNTY	County	\$24,586	
MI	KALAMAZOO CITY	Municipal	\$88,623	
MI	PORTAGE CITY	Municipal	\$14,417	\$127,626
MI	KENT COUNTY	County	\$40,963	
MI	GRAND RAPIDS CITY	Municipal	\$235,526	
MI	KENTWOOD CITY	Municipal	\$21,850	
MI	WYOMING CITY	Municipal	\$40,350	\$338,689
MI	LENAWEE COUNTY	County	*	
MI	ADRIAN CITY	Municipal	\$14,539	\$14,539
MI	MACOMB COUNTY	County	\$52,112	
MI	EASTPOINTE CITY	Municipal	\$28,507	
MI	MOUNT CLEMENS CITY	Municipal	\$10,292	
MI	ROSEVILLE CITY	Municipal	\$25,566	
MI	ST CLAIR SHORES CITY	Municipal	\$19,808	
MI	STERLING HEIGHTS CITY	Municipal	\$33,979	
MI	WARREN CITY	Municipal	\$104,061	
MI	CHESTERFIELD CHARTER TOWNSHIP	Township	\$18,501	
MI	CLINTON CHARTER TOWNSHIP	Township	\$40,677	
MI	SHELBY CHARTER TOWNSHIP	Township	\$16,949	\$350,452
MI	MUSKEGON COUNTY	County	*	
MI	MUSKEGON CITY	Municipal	\$52,970	



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The U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance is pleased to announce that it is seeking applications for funding under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This program furthers the Department's mission by assisting state, local, and tribal efforts to prevent or reduce crime and violence.

## **Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2009 Local Solicitation**

### **Eligibility**

Applicants are limited to units of local government appearing on the FY 2009 JAG Allocations List. To view this list, go to [www.ojp.usdoj.gov/BJA/grant/09jagallocations.html](http://www.ojp.usdoj.gov/BJA/grant/09jagallocations.html).  
(See "Eligibility," page 1)

### **Deadline**

Registration with OJP's Grants Management System is required prior to application submission.  
All applications are due by 8:00 p.m. e.t. on July 9, 2009.  
(See "Deadline: Applications," page1)

### **Contact Information**

For assistance with the requirements of this solicitation, contact your State Policy Advisor:  
[www.ojp.usdoj.gov/BJA/resource/ProgramsOffice.pdf](http://www.ojp.usdoj.gov/BJA/resource/ProgramsOffice.pdf).

This application must be submitted through OJP's Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3. The GMS Help Desk hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

**Release date: May 22, 2009**



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# **Edward Byrne Memorial Justice Assistance Grant Program CFDA #16.738**

## **Overview of the JAG Program**

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

## **Deadline: Registration**

Applicants must register with the Office of Justice Programs' (OJP) Grants Management System (GMS) prior to applying.

## **Deadline: Applications**

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on July 9, 2009.

## **Eligibility**

Applicants are limited to units of local government appearing on the FY 2009 JAG Allocations List. To view this list, go to [www.ojp.usdoj.gov/BJA/grant/09jagallocations.html](http://www.ojp.usdoj.gov/BJA/grant/09jagallocations.html). For JAG program purposes, a unit of local government is: a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or, it may also be a federally recognized Indian tribe or Alaskan Native organization that performs law enforcement functions as determined by the Secretary of the Interior. Otherwise a unit of local government may be any law enforcement district or judicial enforcement district established under state law with authority to independently establish a budget and impose taxes. In Louisiana, a unit of local government means the office of a district attorney or a parish sheriff. In the District of Columbia or any United States Trust Territory, a unit of local government is any agency of the District of Columbia or Federal government performing law enforcement functions for the District of Columbia or Trust Territories of the United States. For a listing of eligible units of local government, go to [www.ojp.usdoj.gov/BJA/grant/09jagallocations.html](http://www.ojp.usdoj.gov/BJA/grant/09jagallocations.html).

## **JAG Program—Specific Information**

*All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.*

Established to streamline justice funding and grant administration, the JAG Program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne

Formula and Local Law Enforcement Block Grant (LLEBG) Programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

### **Formula**

The Bureau of Justice Statistics (BJS) calculates, for each *state and territory*, a minimum base allocation which, based on the statutory JAG formula, can be enhanced by (1) the state's share of the national population and (2) the state's share of the country's Part 1 violent crime statistics. Once the state funding is calculated, 60 percent of the allocation is awarded to the state and 40 percent to eligible units of local government.

States also have a variable percentage of the allocation that is required to "pass through" to units of local government. This amount, also calculated by BJS, is based on each state's crime expenditures. In addition, the formula calculates direct allocations for local governments within each state, based on their share of the total violent crime reported within the state. Local governments that are entitled to at least \$10,000 awards may apply directly to BJA for local JAG funds.

### **Purpose Areas**

JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, information systems for criminal justice, and criminal justice related research and evaluation activities that will improve or enhance:

- Law enforcement programs.
- Prosecution and court programs.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).

### **Responsibilities**

The Chief Executive Officer (CEO) of an eligible unit of local government or a local agency designated by the CEO must submit the application for JAG funds. A unit of local government receiving a JAG award will be responsible for the administration of the funds including: distributing the funds; monitoring the award; submitting reports including performance measures and program assessment data; and providing ongoing oversight and assistance to any subrecipients of the funds.

### **Administrative Funds**

A unit of local government may use up to 10 percent of the award, plus any interest accrued, for costs associated with administering JAG funds.

### **Disparate Certification**

A disparate allocation occurs when a city or municipality is scheduled to receive one-and-one-half times (150 percent) more than the county, while the county bears more than 50 percent of the costs associated with prosecution or incarceration of the municipality's Part 1 violent crime. Multiple disparate allocations occur when multiple cities or municipalities are collectively eligible to receive four times (400 percent) more than the county.

- ★ Jurisdictions certified as disparate must identify a fiscal agent that will submit a **joint application** for the total eligible allocation. The joint application must specify the award distribution to each unit of local government and the purposes for which the funds will be used. When beginning the JAG application process, a Memorandum of Understanding (MOU) that identifies which jurisdiction will serve as the applicant/fiscal agent for joint funds, must be completed, and signed by the Authorized Representative for each participating jurisdiction. The signed MOU should be attached to the application. For a sample MOU, go to [www.ojp.usdoj.gov/BJA/grant/jag09/09JAGMOU.pdf](http://www.ojp.usdoj.gov/BJA/grant/jag09/09JAGMOU.pdf).

### **Governing Body Review**

The applicant agency (fiscal agent) must make the grant application available for review by the governing body (or to the organization designated by the governing body) not fewer than 30 days before the application is submitted to BJA.

### **Public Comment**

The Local JAG application must include a statement that the application was made public and that, to the extent of applicable law or established procedure, an opportunity to comment was provided to citizens and neighborhood or community organizations.

### **Supplanting**

Federal funds may be used to supplement appropriated funds, in an effort to augment program activities. However, federal funds cannot replace or supplant nonfederal funds that have been appropriated for the grant's purpose.

### **Award Amount**

The FY 2009 JAG Allocations List indicates the amount for which each unit of local government is eligible to apply. For a listing of eligible units of local government and eligible amounts, go to [www.ojp.usdoj.gov/BJA/grant/09jagallocations.html](http://www.ojp.usdoj.gov/BJA/grant/09jagallocations.html).

### **Length of Awards**

Awards are made in the first fiscal year of the appropriation and may be expended during the following 3 years, for a total of 4 years. Extensions may be granted at the discretion of the BJA Director and must be requested via GMS **no less than 30 days prior to the grant's end date**.

### **Trust Fund**

Each unit of local government may draw down any and all JAG funds after acceptance of the award. To do so, a trust fund must be established in which to deposit the funds. The trust fund may or may not be an interest-bearing account. If subrecipients draw down JAG funds in advance, they also must establish a trust fund in which to deposit funds.

### **Prohibited Uses**

No JAG funds may be expended outside of JAG purpose areas. Even within these purpose areas, however, JAG funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Nor may JAG funds be used directly or indirectly to provide for any of the following matters unless BJA certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:

- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters).
- Luxury items.

- Real estate.
- Construction projects (other than penal or correctional institutions).
- Any similar matters.

### **Reporting Requirements**

- Once an award is accepted, quarterly financial status reports (SF-269s), quarterly performance metrics reports, and an annual progress report must be submitted to BJA.
- For more detailed information on reporting and other JAG requirements, refer to the JAG FAQs.

### **Match Requirement**

While match is not required with the JAG Program, match is an effective strategy for states and units of local government to expand justice funds and build buy-in for local criminal justice initiatives.

### **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act of 1993 (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. In addition, applicants must discuss their data collection methods in the application. New performance measures have been developed by BJA with input from criminal justice members in the field (including SAAs). Performance measures for the JAG Program can be found at: [www.ojp.usdoj.gov/BJA/grant/JAG\\_Measures.pdf](http://www.ojp.usdoj.gov/BJA/grant/JAG_Measures.pdf).

### **How to Apply**

**Grants Management System Instructions.** Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. e.t.

**Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (\*.doc), Microsoft Excel files (\*.xlm), PDF files (\*.pdf), or Text Documents (\*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure the documents you are submitting are saved using "Word 97-2003 Document (\*.doc)" format.

In addition, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program."

**A DUNS number is required:** The Office of Management and Budget requires that all applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities worldwide, including those receiving federal funds. The identifier is used for tracking purposes, to assist federal agencies with transparency of federal funding, and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com).

## **What an Application Must Include**

### **Standard Form 424**

#### **Program Narrative (Attachment 1)**

Applicants must submit a program narrative that generally describes the proposed program activities for the 4-year grant period. The narrative must outline the type of programs to be funded by the JAG award and provide a brief analysis of the need for the programs. Narratives must also identify anticipated coordination efforts involving JAG and related justice funds. Certified disparate jurisdictions submitting a **joint application** must specify the funding distribution to each disparate unit of local government and the purposes for which the funds will be used.

#### **Budget and Budget Narrative (Attachment 2)**

Applicants must submit a budget and budget narrative outlining how JAG funds, including administrative funds if applicable, will be used to support and implement the program. A sample budget form may be found at [www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf).

#### **Review Narrative (Attachment 3)**

Applicants must include in this attachment documentation regarding the following requirements:

- Include the date that the JAG application was made available for review by the governing body. This governing body notification must occur no less than 30 days before submission to BJA.
- Include a statement that the application was made public and that, to the extent of applicable law or established procedure, an opportunity to comment was provided to citizens and neighborhood or community organizations.
- If the applicant is part of a disparate jurisdiction, include the Memorandum of Understanding (MOU), which has been executed and signed by each jurisdiction's Authorized Representative, outlining each jurisdiction's allocation and indicating which jurisdiction is serving as the applicant/fiscal agent for the joint funds.

#### **Abstract (Attachment 4)**

Applicants must provide an abstract that includes the applicant's name, title of the project, goals of the project, and a description of the strategies to be used. The abstract must not exceed a half-page, or 400-500 words.

## Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Chief Financial Officer *Financial Guide*
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006



# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_ FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

**MACOMB COUNTY, MICHIGAN**

**RESOLUTION TO** authorize the opening of the Macomb County Juvenile Justice Center's Phase II through the creation, posting and filling of 16 full time positions including three case managers, two aftercare specialists (grant funded), and thirteen youth specialists. Furthermore, be it resolved that \$375,320 in funds be transferred from the Macomb County Family Division of the Circuit Court's child care fund to the Juvenile Justice Center to cover the cost of staffing and operations to the end of the fiscal year at no additional costs to the County.

*Forward to the Budget Committee.*

INTRODUCED BY: Phillip DiMaria, Chair, Corrections & Public Safety Committee

COMMITTEE/MEETING DATE

PSC 6-9-09

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\_\_\_\_\_



# JUVENILE JUSTICE CENTER

400 N. Rose St.  
Mount Clemens, Michigan 48043  
586-469-5375 FAX 586-469-0815

June 1, 2009

Commissioner Phillip DiMaria  
One South Main  
Mt. Clemens, MI 48043

**Re: Request for Funding**

Dear Commissioner DiMaria:

This document is prepared for the Macomb County Board of Commissioners' consideration as part of the request to fund the expanded treatment programs at the Juvenile Justice Center through the transferring of child care placement funds from the Court to the County.

The construction of Phase II of the JJC building is quickly coming to the end. Phase II includes residential capacity for an additional 20 youth, seven classrooms, an indoor gym, an outside residential exercise area, staff training room, educational offices, and ample storage space. Construction is finished and the fire marshal has approved the building. All that is left is for state licensing approval which should be little more than a formality. Therefore, it is time to address operational issues, staffing and operational budgeting.

## Overview

The Macomb County Juvenile Justice Center is a state licensed, high security, juvenile residential facility serving youth as ordered by a Macomb County Judge. Residential Treatment units are operated under different licensing standards from the detention units and are physically separated. Staff are assigned either to treatment or detention.

Phase I provided 3 pods, of 4 units each, with 10 rooms (cells) in each unit, for a total capacity of 120 youth. Within that capacity the County has the option to operate detention or treatment programs as the physical makeup of all units in this phase are the same. The present configuration provides for 80 detention beds (pre-sentenced) and 40 treatment beds (sentenced). Two detention units with capacity for 20 youth are presently unoccupied due to budget reductions.

## MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1  
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Present Program Structure

- A1 Closed (temporary classroom)
- A2 Female Detention
- A3 Closed (temporary classroom)
- A4 Male Orientation
  
- B1 Male Detention
- B2 Male Detention
- B3 Youthful Male Detention
- B4 Male Detention
  
- B5 Family Keys Females
- B6 Family Keys Males
- B7 Next Step Males
- B8 New Dimension Females

**Family Keys** is a program for delinquent youth who have significant issues within the family structure that have a negative impact on the youth's continued delinquency. Family Keys is designed as a 20 week minimum program, but the average length of stay for successful youth is 264 days for girls and 210 days for boys.

**Next Step** is a male sex offender program that focuses on impulse control. Each youth remains in custody until they can be assessed with the ERASOR test. This projective test can project the likelihood of an adolescent sexually reoffending. Only after the youth passes the ERASOR, demonstrates appropriate facility behavior, and has shown therapeutic growth, can the youth be allowed community supervised passes. The Next Step program is designed as a 26 week minimum program, but the average length of stay has been 350 days for recent graduates. No youth has reoffended after a successful completion of the program.

**New Dimensions** is a female treatment program for youth with a history of drug abuse and have significant diagnosed mental illness. New Dimension is a highly effective program within a very difficult population. Youth in this program have commonly been placed multiple times in mental health hospitals and other treatment programs without long term success. The goal of New Dimensions is to help the youth cope with their barriers to successful adulthood. New Dimensions is designed as a 20 week program with an average length of stay of 147 Days.

**Expansion Recommendation**

The added capacity of twenty youth in Phase II allows for the expansion of either Detention or Treatment programs. I am recommending expansion of programming for male juvenile offenders. Although all females placed out of their home for delinquency by the Macomb Family Court are here at the JJC, the programs for female offenders are not at capacity. The Family Keys program serving males has been full with a detained waiting list. Youth have spent up to four months awaiting placement. Many youth are sent out of the County solely due to the availability of space. It needs to be noted that some youth are sent out of County due to the different capabilities of the myriad of juvenile treatment programs available to the Court.

The Juvenile Division of the Court's Program Director, nor myself, envision a time when all Macomb County youth are placed at the JJC. There will always be niche programs that are not locally cost effective due to the small number of youth with a specific need. If approved, the JJC will utilize the additional program space to increase Family Keys for males and provide a program for youth who have participated in significant probation violations after completing a court ordered program such as Family Keys or Drug Court. This program is fittingly called Jump Start, a high discipline program intended to reconnect the youth and family with therapy, behavioral gains, and consequences present in their previous program. With a potential length of stay of 120 days this program can drastically reduce cost to the County while helping the responsible parent or youth refocus on positive citizenship or the related negative consequences of delinquency. Each youth will be required to provide 60 hours of community service, participate in individual and family therapy, and demonstrate appropriate behavior in the facility. Youth will not be eligible for pass for a minimum of 90 days.

### **Staffing**

With the support of the Honorable Antonio Viviano, Circuit Court Judge presiding over Family Court, and Nicole DeJong, Program Director, this budget request will include Case Managers and Aftercare Specialists -- two new positions at the Juvenile Justice Center. Currently assigned Probation Officers function as Case Managers and provide aftercare for the JJC treatment programs as part of their professional responsibilities. Although the Probation Officers have focused considerable time on the program, the demands of the probation department does not allow for this practice to continue. The Probation Officers will, therefore, be able to focus on their role in the community, while the Case Manager's duties will become a JJC responsibility. The Case Manager will be responsible for the youth's individual goals, outcomes, service plans, unit programming, court reports and appearances, and will also lead psycho-social groups. The attached Case Manager (3 positions) job description will support two program units each, or a total of 20 youth for each Case Worker.

The federal Office of Juvenile Justice and Delinquency Prevention released a grant on May 15, 2009 to support aftercare in programs similar to the JJC treatment programs. If approved, the grant will provide up to \$750,000 over a three year period. The JJC is preparing to apply for the grant which would fund two Aftercare Specialists, as well as provide funding for elements necessary for the released youth to be successful in the community. These elements include support systems such as foster homes, group homes, career training opportunities and most services or items directly related to their education or therapeutic goals. The grant requires a twenty-five percent cash match, which would be County funds. The state will reimburse fifty percent of that cost, leaving the County with a yearly budget requirement of \$31,250 for a \$250,000 annual program.

The two additional programs will require direct care staff called Youth Specialists. It will take 13 full time staff to supervise the two units seven days a week, 24 hours a day. This does not include the shift relief factor that accounts for staffing during vacation leave, sick leave, training, and coverage upon an employee resigning. Shift relief is not being requested, but will be absorbed within the current budget.



### **Therapeutic Support**

Currently two Court Youth Home Therapists and two contracted therapists are assigned to help the youth within the familial environment to resolve conflict that is pervasive in most of the homes of the youth we serve. This conflict can be a primary factor leading to the delinquent lifestyle or actions the youth has been involved. Our initial primary goal is to increase the family interaction to a point where they can properly raise the juvenile, and support lawful activity into adulthood. With the addition of the Case Manager and the Aftercare Specialist the hours that each therapist dealt with case management and aftercare is eliminated.

This proposal, therefore, decreases the therapeutic hours required for the program. The contracted therapist will be reduced from 30 hours per 10 youth, to 20 hours per 10 youth but will increase their work load from two units to six units. Thus the total contracted hours will increase from 60 per week to 120 hours per week. The two Youth Home Therapists will be assigned by the court to work with families to preclude the necessity of costly residential placement.

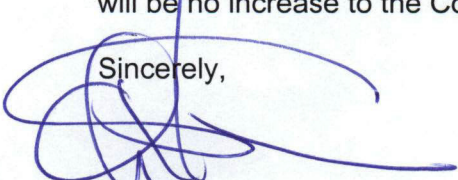
### **Operations Budget**

Obliviously, 20 additional youth and such a sizeable increase in building space requires an expansion of nearly all operational costs. The resident population would be expanded by seventeen percent. Therefore, an expansion of the budget, without personnel, by seventeen percent would be indicated. This budget is requesting a ten percent increase in operations which may well be less than what is needed, but in this budgetary environment it is prudent to continue to attempt to provide quality services while reducing per youth costs.

### **Conclusion**

Although this budget has many expansions and cost increases within a very difficult financial environment, it is being submitted as a cost effective way to increase efficiency and services within the current budget and assumes the successful awarding of the competitive grant from OJJDP. If the grant is not awarded, alternatives for aftercare would have to be considered. The budget request of 375,320 is the prorated necessary budget to finish the JJC's fiscal year. The on going budget for Phase II operations in 2009 dollars will be \$1,501,283 which includes staffing, and a ten percent increase in operations. As this is a transfer of current funds, there will be no increase to the County budget.

Sincerely,



Charles Seidelman  
Director





EFFECTIVE DATE: Draft

MACOMB COUNTY

CLASSIFICATION/POSITION DESCRIPTION

CLASSIFICATION TITLE: Case Manager

F.L.S.A. STATUS: Exempt

DEPARTMENT: Juvenile Justice Center

APPOINTING AUTHORITY: Director

GENERAL RESPONSIBILITIES:

The employee in this classification, under the direction of the Director, performs a range of direct and indirect services on behalf of the Juvenile Programs; plans, organizes and coordinates shift activity; is responsible for making assessments and developing and implementing care plans; provides direct services such as counseling and group activities to residents as needed; maintains appropriate records, secures releases of information, arranges for appropriate mental and physical care of youth and arranges for family visitation; serves as the institutional interface with parents, guardians, caseworkers and others on behalf of residents; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Plans, organizes and coordinates shift activity.
- Coordinates the development of a comprehensive assessment of the youth, utilizing personal observation and observations of other Facility staff.
- Ensures that the emotional and physical needs of the residents are met including providing a variety of direct and indirect services which may be both planned and unplanned based upon the youth and family's situation and the youth's service plan.
- Secures releases of information and develops youth and family documentation from parents, youth and caseworkers sufficient to determine eligibility for state reimbursement, Medicaid or any other state or federal program as required.
- Maintains accurate records for each individual youth as assigned, including assessments, histories, releases, reports and case notes and any other case record materials.

Case Manager

ESSENTIAL FUNCTIONS (continued):

- Provides services to residents and their families utilizing a variety of modalities, including crisis intervention as well as individual, group and family intervention; arranges for and may supervise family visitations.
- Provides assistance in the orientation and ongoing training of other employees.
- Supervises the work of students and/or volunteers by assigning duties, reviewing work and interpreting County policies and procedures.
- Provides assistance in the orientation and training of other employees.
- Coordinates compliance of all special case instructions from the Judge, Director and caseworkers when assigned.
- Records all daily business activity in shift log, including staff calls, important decisions and business transactions; assures that data or reports about youth, programs or incidents are prepared and completed upon request of the Judge, Director or caseworker.
- Accompanies youth to court when necessary and acts as liaison for social agencies with youth.
- Attends administrative/supervisory meetings and assists in developing policy, procedures and implementation of same.
- Participates as the lead team member with other staff in the review of services for individuals as well as for the program.
- Controls or physically restrains residents engaged in violent or disruptive behavior that weigh in excess of 100 pounds.

ADDITIONAL FUNCTIONS:

- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- A Bachelor Degree in Social Work, Psychology or a directly related field from an accredited college or university.
- A minimum of three (3) years of human services experience.

EDUCATION, TRAINING AND EXPERIENCE (continued):

- Successful completion of the probationary period for the position of Case Manager.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Ability to communicate in adverse conditions with distressed people.
- Ability to establish and maintain effective working relationships with co-workers, wards, family members, community agencies and the public.
- Effective written and oral communication skills.
- Knowledge of basic computer skills, including Microsoft Word.
- Ability to deal with the public in a professional manner.
- Ability to maintain client confidentiality.
- Possession of a valid Michigan driver's license.
- Possession of an operable automobile for authorized departmental travel.
- Ability to conduct oneself with tact and courtesy.

HUMAN RESOURCES APPROVAL:

NAME: Eric A. Herppich SIGNATURE: \_\_\_\_\_

TITLE: Director, Human Resources DATE: \_\_\_\_\_